ľ	OFFICE OR STAFF TRAINING	OFFICE COD Approved I	or Hereas	mognitude Approvation	8-03568	A000eŏõõõäšõõi	6-5	Page	1 of 1 Pa
	DELETION	S	,		ADD1	TIONS		NET CHANGE	ORGANIZ
	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION 25X1AND POSITION TITE	.E	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	COI (Machine
	ADMINISTRATIVE STAFF FINANCE BRANCH Fiscal Clerk Fiscal Clerk	GS-501-5 GS-501-4	805 513	ADMINISTRATIVE : FINANCE BRANCH Time Leave Pay Time Leave Pay (Place on T/	Clk	GS-544-5 GS-544-5 T 629)	901 901.01		
	No change in T/O stren By written request of	gth. Director of	Training.	•			,		
_	NEW OFFICE 1			The I/O changes	listed a		OVAL	se make change	es on offi
_	T/O strength	25X	9 <u>- 1 mar en prompo</u> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	The T/O changes listed above are hereby approved. Please ma records as necessary. Retain this authority until new machine processory. Chief, Classical Chief, Chie					

Approved For Release 2002/05/92: CPARDITE-03568A000600030016-5 Security Information

8 June 1953

MEMORANDUM FOR:	Chief,	Classification	and	Wage	Division
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FROM

: Director of Training

SUBJECT

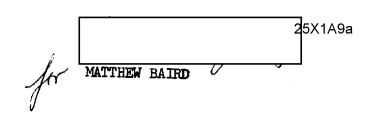
: Re-classification of Fiscal Clerk Position -

Project

25X1A6a

l. At the time of the approval of the current _______T/0, it 2 was intended that the position of Fiscal Clerk, position number U513, GS-4, would function as a utility fiscal employee lending primary assistance to the payroll clerk. However, since that time, the payroll requirements have increased to the point where many additional duties now have to be performed by this person. This is necessary because the local payroll for this activity has doubled itself since this project was set up. In addition to payroll duties, this clerk is required to maintain certain ledgers and assist in the preparation of certain reports.

2. We believe that the above facts, plus the attached position description, justify our request that this position be raised from Fiscal Clerk, GS-4, to Fiscal Clerk, GS-5.



8-63
6/11/53

CONFIDENTIAL

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Security Information